

Dear Parents and Guardians,

We hope this message finds you well. As we prepare for the reopening of our school, we want to share our contingency plans to ensure the safety and well-being of our students and staff.

Health and Safety Measures

- Mandatory mask-wearing for all students and staff.
- Regular hand sanitizing stations placed throughout the school.
- Physical distancing measures in all classrooms and common areas.

Remote Learning Option

For families who prefer a remote learning option, we will offer virtual classes. Please inform us by **date** if you wish to opt for this option.

Monitoring and Reporting

We will closely monitor the health situation and follow guidance from local health authorities. In case of symptoms or a confirmed case, please notify the school immediately.

Communication

We commit to keeping you informed of any updates or changes in our plans. Regular communication will be sent out via email and posted on our school website.

Conclusion

We appreciate your support and understanding as we navigate these challenging times. Together, we will make this school year a success.

Sincerely,

[Your Name]
[Your Position]
[School Name]